2015
Course Catalog

DIVISION OF PURCHASE & CONTRACT

North Carolina Department of Administration

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Course Descriptions

North Carolina Procurement

This instructor-led course provides a comprehensive overview of the procurement process. The content of this course includes the following topics: basic principles of procurement, common terminology, governing regulations, delegation of authority, ethics, acquisition methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, best practices and available resources for purchases not related to information technology. This 3-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Dates and Locations

February 2-4	Raleigh
March 17-19	Wilmington
April 7-9	Statesville
May 12-14	Raleigh
June 9-11	Raleigh
July 14-16	Raleigh
September 15-17	Raleigh
November 17-19	Raleigh
December 15-17	Raleigh

Cost: FREE

North Carolina Contract Administration & Monitoring

The content of this instructor-led course includes the following topics: contract administration principles, terminology, roles and responsibilities of contract administrators, problem-solving, and best practices for purchases not related to information technology. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Dates and Locations

March 24	Raleigh
May 19	Raleigh
July 28	Raleigh
September 22	Raleigh
November 10	Raleigh

Cost: FREE

E-Procurement

This instructor-led course provides hands on computer training in the use of the E-Procurement system. Learn system navigation, create and approve requisitions, purchase orders, receive goods, explore statewide term contracts catalogs, create folders, save searches, and other special features and benefits. This 1-day course is scheduled from 9:00 a.m. to 4:30 p.m.

Dates and Locations

February 18	Raleigh
March 11	Raleigh
April 14	Raleigh
May 13	Raleigh
June 17	Raleigh
July 22	Raleigh

August - December dates will be announced once space is secured.

Purchasers may access **10 web-based** and self-paced training modules and **40 printable job aids** located at http://eprocurement.nc.gov/Training. Call E-Procurement Help Desk at 1-888-211-7440 to request login and password to access.

Cost: FREE

E-Quote

This instructor-led course provides hands on computer training in how to create and solicit quotations from E-Procurement registered vendors. This 3-hour course is scheduled from 9:00 a.m. to Noon.

Dates and Locations

February 19	Raleigh
March 12	Raleigh
April 15	Raleigh
May 14	Raleigh
June 18	Raleigh
July 23	Raleigh

August - December dates will be announced once space is secured.

Cost: FREE

Request for Proposals (RFP) Development & Evaluation

This instructor-led course is an in-depth study of Request for Proposals (RFP) for purchasing agents and end-users. The course is designed to help procurement professionals with planning an RFP, using standard solicitation documents, managing the RFP process and evaluating offers for purchases not related to information technology. This 2-day course is scheduled from 8:30 a.m. to 4:30 p.m. Successful completion of *North Carolina Procurement* is a prerequisite for this course.

Dates and Locations

July 21-22	Raleigh
September 1-2	Raleigh
October 14-15	Thomasville
November 3-4	Winterville

Cost: FREE

Solicitation Documents and the Law: Explaining Legal Terms and Conditions in IFBs and RFPs

This instructor-led course includes a review of the legal significance of the organization and content of the State's Invitation for Bids (IFB) and Request for Proposals (RFP) templates. The target audience is end-users, business owners, subject matter experts, and purchasing agents. This course will focus on explaining why the sometimes obscure and puzzling provisions in the solicitation document are important for creating an effective and enforceable contract. This 1-day course is scheduled from 9:00 a.m. to 4:00 p.m.

Dates and Locations

April 23	Raleigh
July 23	Raleigh
September 24	Raleigh
December 9	Raleigh

Cost: FREE

Certified Professional Public Buyer (CPPB) Prep

This instructor-led course is designed for any candidate planning to take the Certified Professional Public Buyer (CPPB) examination. The course is taught by National Institute of Governmental Purchasing (NIGP) Instructors. Content will focus on the six domain areas of procurement found on the CPPB exam: procurement administration, sourcing, negotiation process, contract administration, supply management and strategic procurement planning. This 2-day course is scheduled from 8:00 a.m. to 5:00 p.m.

Dates and Locations

March 9-10	Raleigh
August 4-5	Raleigh

Cost: $470

Interactive Purchasing System

Online instructions and job aids are available at http://www.pandc.nc.gov/OnlineEducation/index.html to assist purchasers with navigating the Division of Purchase & Contract's electronic public notification system for advertising and awarding contracts.

Cost: FREE

Under Development …

How to Do Business with the State (for vendors)
How to Submit a Bid or Proposal (for vendors)
Purchasing 101 for End-users
Understanding Commodity Codes

Vendor Training

E-Procurement

Online assistance is available at http://eprocurement.nc.gov/Vendor.html to help vendors register. Registration allows vendors to receive purchase orders and respond to informal solicitations and price quotes from state entities using E-Procurement.

Cost: FREE

Interactive Purchasing System

Online instructions are available at https://www.ips.state.nc.us/vendor/VndTips.aspx to assist vendors who desire to do business with the State of North Carolina.

Cost: FREE

"Excellence is an art won by training and habituation" ~ Aristotle

Course Registration

NC Learning Center

Registration for the Division of Purchase & Contract courses is available through the NC Learning Center. All procurement professionals employed with any state agency, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes are eligible to attend the courses listed in this catalog.

Instructions for registering as a state agency or institution and for community colleges and universities is different. Please follow the appropriate instructions below for BEACON and non-BEACON users.

BEACON users (state agencies and institutions)
Follow these instructions below to register if you are a BEACON user:

1. Login into BEACON.
2. Select the 'Learning' tab and click on *Submit* button.
3. From the NC Learning Center homepage, type 'P&C" in search box located on top right of page. Press ENTER key.
4. Click on course title to view list of available classes.
5. Under 'Actions' column, select *Request* to request course corresponding to the title you are interested in pursuing.

   Your manager must approve your request. Once approved, you will receive an email message from the NC Learning Center confirming your registration.

Non-BEACON users (community colleges and universities)
Community college and university employees must first create an account with the NC Learning Center *before* registering for training courses. Once you create your account, follow these instructions below to register:

1. Type https://ncgov.csod.com/client/ncgov/default.aspx into your web browser.
2. Enter login and password from when you created an account.
3. Click on P&C logo on the homepage.
4. Click on the title of the course to view a list of available course dates.
5. Identify the date, location, and time of the course you prefer. Under the 'Actions' column, select *Request* to request course corresponding to the title you are interested in pursuing.

Registration for *CPPB Prep* course is available online at www.nigp.org.

2015 P&C Training Course Schedule

DATE	COURSE TITLE	LOCATION	FACILITY
February 2-4	NC Procurement	Raleigh	Department of Public Safety 3010 Hammond Business Place
February 18	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
February 19	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
March 9-10	CPPB Prep	Raleigh	Department of Public Safety 3010 Hammond Business Place
March 11	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
March 12	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
March 17-19	NC Procurement	Wilmington	State Ports Authority 2508 Burnett Blvd.
March 24	NC Contract Administration	Raleigh	Office of State Human Resources 101 W. Peace St.
April 7-9	NC Procurement	Statesville	Mitchell Community College 701 W. Front St.
April 14	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
April 15	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
April 23	Solicitation Documents and the Law	Raleigh	Office of State Human Resources 101 W. Peace St.
May 12-14	NC Procurement	Raleigh	Department of Public Safety 3010 Hammond Business Place
May 13	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
May 14	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
May 19	NC Contract Administration	Raleigh	Office of State Human Resources 101 W. Peace St.
June 9-11	NC Procurement	Raleigh	Department of Administration 116 W. Jones St.
June 17	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
June 18	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
July 14-16	NC Procurement	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
July 21-22	RFP Development & Evaluation	Raleigh	Department of Administration 116 W. Jones St.

DATE	COURSE TITLE	LOCATION	FACILITY
July 22	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
July 23	Solicitation Documents and the Law	Raleigh	Statewide IT Procurement 3900 Wake Forest Rd.
July 28	NC Contract Administration	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
August 4-5	CPPB Prep	Raleigh	Department of Public Safety 3010 Hammond Business Place
September 1-2	RFP Development & Evaluation	Raleigh	Department of Administration 116 W. Jones St.
September 15-17	NC Procurement	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
September 22	NC Contract Administration	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
September 24	Solicitation Documents and the Law	Raleigh	Statewide IT Procurement 3900 Wake Forest Rd.
October 14-15	RFP Development & Evaluation	Thomasville	Davidson Co. Community College 297 Davidson Community College Rd.
November 3-4	RFP Development & Evaluation	Winterville	Pitt Community College 1986 Pitt Tech Rd.
November 10	NC Contract Administration	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
November 17-19	NC Procurement	Raleigh	Statewide IT Procurement 3900 Wake Forest Rd.
December 9	Solicitation Documents and the Law	Raleigh	Department of Public Safety 3010 Hammond Business Place
December 15-17	NC Procurement	Raleigh	Statewide IT Procurement 3900 Wake Forest Rd.